STATE OF DELAWARE
Oversize & Overweight Permit System

Login

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OOPS User Login

Username [   ]

Password [   ]

[Login]

USER GUIDE

FOR THE

ONLINE CUSTOMER

Revised February 2005

HOW TO CONTACT THE HAULING PERMIT SECTION

Mail Address: **STATE OF DELAWARE**
DEPARTMENT OF TRANSPORTATION
HAULING PERMITS SECTION
P. O. DRAWER 7065
DOVER DE   19903-7065

* Physical Address: **STATE OF DELAWARE**
DEPARTMENT OF TRANSPORTATION
MOTOR FUEL TAX ADMINISTRATION
HAULING PERMITS SECTION, ROOM 112
303 TRANSPORTATION CIRCLE
DOVER DE   19903-7065

*   This address is used for overnight delivery services such as FEDEX, DHL, UPS, etc only.   Do not use this address for United States Postal Service.

Telephone: **302-744-2700**

FAX **302-739-6299**

For other DelDOT and State of Delaware agency telephone numbers normally used in association with hauling permits 'click' on the Contact Us link on the Main (menu) screen.

For questions regarding permitting business rules or general operating policy and procedures contact the Hauling Permit Office.

For issues involving system software malfunctions contact our Technical Support Help Desk by calling 302-760-2200. Your issue will be recorded and forwarded to a software developer who will contact you for problem analysis and resolution.
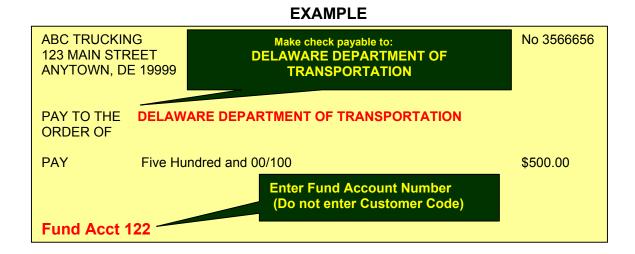
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1. How to establish an online account. A customer desiring to process Oversize / Overweight (OS / OW) Hauling Permits using the DelDOT web based Internet system must establish a Fund Account with the State of Delaware. Upon receipt of a completed application (see ATTACHMENT 1) and appropriate fund instrument the DelDOT Hauling Permit Office will create a Fund Account Number, Customer Code, User LOGIN and provide user instructions.

2. Maintaining a Fund Account. Permits, with associated fees, are purchased from the customer's escrow account. It is the customer's responsibility to monitor and maintain funds in the assigned account. Replenishment of funds can be accomplished by forwarding a check payable to the Delaware Department of Transportation to the Hauling Permit Office. Customers may also make deposits to their accounts at either DelDOT County Counter location (Bear, Dover, and Georgetown). When replenishing the account enter the Fund Account Number (Note: Do not use Customer Code) in the lower left hand corner of the check as shown below. Checks received without account number will be subject to return without action. To ensure timely deposit of funds send only the check to the Hauling Permit Office (NOTE: Do not enclose a deposit form, separate letter or any attachments with the check).

EXAMPLE

ABC TRUCKING 123 MAIN STREET ANYTOWN, DE 19999	**Make check payable to:** **DELAWARE DEPARTMENT OF** **TRANSPORTATION**	No 3566656
PAY TO THE ORDER OF	**DELAWARE DEPARTMENT OF TRANSPORTATION**	
PAY	Five Hundred and 00/100	$500.00
	Enter Fund Account Number **(Do not enter Customer Code)**	
Fund Acct 122		

3. Overview of the Oversize / Overweight Permit System. The Oversize / Overweight Permit System was designed as a PC web based application. The intent was to make it user friendly and with minimal input required to process hauling permits. This User Guide was prepared for the Online Customer entering and purchasing permits. The primary purpose of this system is to electronically create, process, approve, validate, and print hauling permits. Upon successful submission of a permit application it may travel down several paths before it is approved and available to the customer for purchase. Later in this guide you will be provided with information defining the various statuses that the permit may under go prior to being approved.

4. Navigate the system. Using the Internet enter the URL address www.deldot.net/osow/application/ to display the LOGIN screen. Before using the application it is requested that you confirm you have **downloaded AND installed** the Adobe Acrobat Reader (www.adobe.com for free download and install instructions). The reader is required to convert data and display the various reports and printed permit. The User of this application can navigate in a variety of ways. The various screens display function buttons and other links (in message bars) to guide the User through the process. It is requested that you only use the browser "Back" and "Forward" button when the system directs you to do so. To properly exit the system use the **LOGOUT** function button. Do not exit the system using the Browser File Exit function or by using the **X**.

5. LOGIN procedure. Upon receipt of the User LOGIN/Password and login instructions from the Oversize Overweight Permit System Administrator the user can enter the application. The first screen to display when entering the OS / OW permitting system will be the Login screen. This screen will from time to time display (above the User Login box) a Status Message alerting Users of important events that affect the permitting process. When entering the Username and password note that password is case sensitive. A user can change their Password at any time by 'clicking' on the Change Password link and completing the Change Password screen.

6. Using the User Main (menu) screen. Upon successful login into the permit system the applicable User Main (menu) page screen will display relating to the security level of the created user. Each User will have various menu functions they can perform as well as the ability to initiate a hauling permit. The Main (menu) screen contains several User specific menu functions (indicated by an o) as well as several static functions (indicated by a darken square). The User specific functions will be used to display Customer and Fund Account data, process permits, prepare reports, etc. The static menu functions provide information of the system, provide quick links to information required in the processing of permits, as well as how to contact individuals in the permit processing. Additionally, the Main screen will display a list a "working permits" in which the User can determine the status and availability of permit for purchase.

7. Permits link on Main screen. 'Clicking' on this link will take you to the **Permits** screen where a permit Search or a Create New permit can be performed. To enter a new permit see paragraph 12 below.

8. Company Info link on Main screen. 'Clicking' on this link will take you to the **View Company Info** screen. Screen will display administrative data such as Name, Customer Code, Customer Fund Account, Address, Telephone and Fax Numbers, Company Contact Name, etc. **NOTE: For Permit Services data displayed will be information related to the Permit Service (not third party customers).**

9. Customers link on Main screen. This is a Permit Service Only function. This function is used by the Permit Service User to locate (search function) or create a new Customer Code (Permit Services should never use the assigned Permit Service Customer Code to enter a permit for a third party customer. **BEFORE A CREATE NEW CUSTOMER FUNCTION IS PERFORMED A THROUGH SEARCH SHOULD PERFORMED TO DETERMINE THAT CUSTOMER DOES NOT RESIDE IN THE SYSTEM.** Customer Search function has been updated to identify customer

association with like data such as Address, City, State, ZIP, and Telephone Number etc. Failure to perform the Search function could result in multiple Customer Codes for the same customer. Permit Services have the ability to edit Customer data and update data fields (except Company Name). This function again will prevent duplication of Customer Codes in the system. (NOTE: A warning message will display when the View function button is clicked for a Customer with a Fund Account. Customers with their own account must edit their own Company data).

10. Account Info link on Main screen. 'Clicking' on this link will take you to the **View Account Info** screen.   Screen will display the fund balance and latest account transactions.

11. Users link on Main screen. An initial function that the Customer Administrator may desire is that of creating additional user(s) to assist in processing permits. **NOTE: The Hauling Permit Office (HPO) will monitor and maintain the Permit Service User (Service Admin). Permit Service should contact the HPO for editing, adding or deleting a user.**

To create a new user (Company Operator) the Customer Administrator can 'click' on the User link on the Main (menu) screen. The system will display a Users screen, which can be used to Search to determine if an employee is in the system and to create a New User.

To create a new user 'click' on the **Create New** function button in the **Actions** Column and a Create New User screen will display. Enter the following:

Username	Using the standardized DelDOT Username protocol enter the First Letter of the employee's first name followed by the Last Name. If the login already exists an error message will display (Username: XXXXXX is already in use, please select another username.). If this situation occurs a sequential number after the last name can be added, i.e. for employee Robert Smith Username will be RSMITH; another employee with name Robert Smith will be in RSMITH1.
First Name	Enter employee's first name.
Last Name	Enter employee's last name.
Phone Number	Enter employee's telephone number.
Fax Number	Enter employee's fax number.
Role	System defaults to Customer Operator.

'Click' on the "Submit" button. If successful the application will display the new user information. The initial password will be the newly created Username entered in lower case. Upon first login the User will be asked to enter a new password.

As stated above the Customer Admin can perform a search of users in the account, edit (modify) data and delete user if no longer employed or processing permits.

12. Transactions link on Main screen. 'Clicking' on this link will take you to the **Transactions** screen where a search of transaction types or permits can be performed to view the details of the transaction.

13. Reports link on Main screen. 'Clicking' on this link will take you to the **Report Listing** screen, which displays reports available for company use. 'Clicking' on the Enter Report Criteria link will display the **Report Criteria Selection.** Entering a Begin and End Date and 'clicking' the Generate function button will produce a transaction report for the entered time period

14. Entering a new permit. There are several ways to enter a new permit. If a list of 'working' permits is displayed on the Main screen 'clicking' on the Duplicate function can duplicate a permit. The duplicated permit can be edited and submitted to meet the new permit requirements. By 'clicking' on the Permits link on Main screen the system will display the **Permits** screen where a permit Search or a Create New permit can be performed. Data entry is normally required on two screens to submit a permit request.

The first **Create New Permit** screen asks basic information about the load. Enter information requested as follows:

Customer Code   The system will display your Customer Code. **NOTE: Permit Service – See paragraph 9.**

Load Code   'Click' on appropriate Load Code that best describes the load:

Load Code	Definition
1	A load that is oversize but legal weight. Exception – Certain types of vehicles may have over legal limit individual axle weight(s) but meet GVW. These vehicles will be entered as Load Code 1 with axle weights noted in the individual axle data fields.
2	A load that is over legal weight: 2 axles = 40K lbs.; 3 axles = 65K lbs.; 4 axles = 73280 lbs.; 5 or more axles = 80K lbs. (NOTE: GVW over 120K lbs see Load Code 3). May be oversize but under limits of Load Code 3 – Superload.
3	A load that is at 120' long **or** at 15' wide **or** at 15' high **or** over 120,000 lbs. Referred to as a **SUPERLOAD**. When this code is selected the screen will refresh and display a Load Desc drop down box, which further details the load as a Manufactured Home, Office Trailer or Other load having Superload criteria.
4	Manufactured Housing or Office Trailer under the Superload criteria.

5	Sealed Container. Containerized cargo sealed with a custom seal normally moving form or to a port.
6	Ship permit used for unloading a ship within a two-mile radius of the Port of Wilmington.
7	Pole/Piling/Millstock.
8	Annual Weight Registration Fee.
9	Single Trip Interstate.
10	Multi Trip Interstate. Can only be entered by a DelDOT Counter Agent.

Power Unit Axles Qty   Enter the total number of axles on the power unit.

Trailer Axles Qty   Enter the total number of axles on the trailer. If self-propelled vehicle with no trailer leave blank.

Once all of the required information is typed in 'click' the Next button. Either the second **Create New Permit** screen or an *Error Message* screen will display.   The *Error Message* screen will appear and detailed error message will appear in red. Make the applicable changes and resubmit. When successful the second **Create New Permit** screen will display.

The second **Create New Permit** screen asks remaining information about the load. Enter information requested as follows:

   Note: The application will populate certain fields based on input provided in the first screen and associated customer information in system database.

Start Date   The current date is in default. . You can change the date as applicable, however, you must type in the month (MM) followed by /, then type in the day (DD) followed by /, then type in the year (YYYY), i.e. 11/15/2001. A drop down calendar is located next to the date data field. 'Clicking' on a date will set the date.

Load Description   For Load Codes 1, 2, and 3 enter a brief description of the load such as CRANE, DOZER, PAVER, BOAT, etc. Manufactured Housing or Office Trailer will display data fields for Year, Make, and Serial Number of unit. For remaining Load Codes application will display multiple blocks and ask for specific information regarding load.

| **Pieces** | Enter number of pieces comprising the load i.e. if you have two tractors enter 2, if you have twenty-five wood trusses enter 25, etc. |

| **Length** | Enter the **overall** length of the vehicle or load which ever is greater. (Measurement from Power Unit front bumper to end of Trailer or load if rear overhang. Must be greater than sum of axle spacing). |

| **Width** | Enter the overall width of the vehicle or load which ever is greater. |

| **Height** | Enter the overall height (Measurement from road surface to top of vehicle or load which ever is greater). |

| **Gross Weight** | Enter the GVW (Gross weight of the vehicle <u>and</u> load). |

| **Overhang front** | Enter the distance that the load protrudes in front of the power unit or vehicle (if self propelled). |

| **Overhang rear** | Enter the distance the load extends past the rear most part of the vehicle/trailer. |

Power Unit

| **License** | Enter the power unit license number. |

| **State** | Select the appropriate State from the Dropdown Box. You can also type in the first letter (if multiple states begin with the first letter you can type in the first letter again and the application will take you to the next State on the list) or you can scroll down the list with the mouse and 'click' on the appropriate State. Note list begins with DE PA MD NJ GT followed by remaining states in alphabetical order. |

| **Axles Qty** | Application will display quantity of axles based on first screen input. This cannot be modified. If an error was made on number of axles on first screen 'click' on the Permits link and start over. |

| **Trailer** | Follow instructions as **Power Unit** above. |

Axle Weight The application will display data boxes based on the total number of power unit and trailer axles noted on the first screen. Enter the individual axle weights expressed in a numeric format. The total of the individual axles must equal the Gross Weight. Again, enter in a numeric format only and do not use comma or any other characters, i.e. 12000, 7500, 20000, etc.

Axle Spacing   The application will display two boxes for each axle. Enter the axle spacing expressed as box 1-feet, box 2-inches, box 3-feet, box 4-inches, etc.

The following data fields ask for information about the Point of Origin and Destination of the move.

From

Address   Enter either a 911 mailing address <u>OR</u> a road junction (When entering a road junction do not use development or city streets as part of a road junction <u>unless</u> they are a state numbered road) for the Point of Origin of the current move.
NOTE: (Optional, unless load originates from a Delaware address)

City   Enter the city (Point of Origin) of the current move.

State   Enter the State (Point of Origin) of the current move.

To

Address   Enter either a 911 mailing address <u>OR</u> a road junction (When entering a road junction do not use development or city streets as part of a road junction <u>unless</u> they are a state numbered road) for the destination of the current move. (Optional, unless load is being delivered to a Delaware address)

City   Enter the city of designation of the current move.

State   Enter the State of destination of the current move.

ROUTE

The carrier proposed route will be entered in this data field. The Route string will identify all Interstate, US, State, and County roads on which the load will travel. As the permit passes through the approval process route adjustments may by made by any DelDOT Agent (Permit Agent / Bridge Agent / Signal Agent / After Hours Agent).

Do and Do not when entering data in the Route data field:

Do use only Interstate, US, State, and County roads

Do separate the road number or road name with a space hyphen space such as 13 – HAMBURG RD

Do use authorized abbreviations such as RD vs. ROAD, ST vs. STREET, AVE vs. AVENUE, HWY vs. HIGHWAY, LA vs. LANE, BLVD vs. BOULEVARD, CT vs. COURT, CIR vs. CIRCLE, etc

Do not enter city or development street names unless they have a state or county road number

Do not use a comma (,) ampersand (&) backslash (/) or any other character (other than a hyphen) to separate road number or road name

Do not precede road number(s) with ROUTE, RD, RT, DE, CR, SR, US, I, etc

Do not use periods

Do not enter directions, direction of travel, road junctions, city names, address, etc.

When From State is not DE, begin Route string with MD/DE LINE, PA/DE LINE, or NJ/DE LINE indicating state line being crossed and direction of travel.

When To State is not DE, end Route string with DE/MD LINE, DE/PA LINE, or DE/NJ LINE indicating state line being crossed and direction of travel.

Examples of Route strings:

13 - 40 - 113 (Route string using road number(s) only))

SUSSEX HWY - 40 - 113   (Route string using road name(s) AND road number(s))

SUSSEX HWY - REDDEN RD - DUPONT BLVD (Route string using road name(s) only)

MD/DE LINE - 13 - 40 – 113 (Route string entering Delaware)

113 - 40 - 13 - DE/MD LINE (Route string exiting Delaware)

MD/DE - 95 - 495 - 95 - DE/PA LINE (Route string entering and exiting Delaware)

Exception to above: Due to the nature of Load Code 3 Superload permits over 120,000 pounds the Bridge Agents (Engineers) have established a distinctive format for the route string they may apply to the permit. The route will include level of road and direction in addition to the route number or name (I = Interstate, SR = State Route, CR = County Route, NB = North Bound, SB = South Bound, etc).

Tolls There are three toll locations that the movement of the load may encounter for which a toll fee will be included with the issuance of the permit.

Setting the Mdline Tnpk box

The Mdline Tnpk should be set <u>ONLY</u> when crossing the MD/DE LINE or DE/MD LINE on Interstate 95.

Setting the Biddles Tnpk box

Normally the Biddles Tnpk should be set when the load moves thru the Toll Plaza on state route 1 just south of the C and D Canal.

Setting the Dover Tnpk box

Normally the Dover Tnpk should be set when the load moves thru the Toll Plaza on state route 1 in DOVER, however, move may be subject to toll fees depending on when the load enters or exits state route 1 and not going directly through the Toll Plaza.

Setting the After Hour Move box

After Hour Move box is set if requesting to move other than the normal movement hours of sunrise to sunset Monday-Friday. If this box is checked you must enter brief comments in the Comments data field to support / justify the request. Comments should include (at a minimum) why request is necessary, requested hours of movement, and any details the customer feels necessary to pass on to the DelDOT Traffic Official reviewing the request.

Comments

This data field is used to provide and electronic means of communication between the Customer and DelDOT. Comments are mandatory for certain action such as requesting and after hour move and rejecting a permit. Comments will not display on the final printed permit.

Once all of the required information is entered on the screen 'click' the "Submit" button the application will display either an *Error Message* or a *Permit Successfully Submitted* screen. The *Error Message* screen will appear if you did not enter data in a mandatory field or the data entered violated an application business rule. The error message will list which field(s) must be corrected. Make changes and 'click' "Submit". If errors still exist repeat process until you receive a *Permit Successfully Submitted* screen. When you reach this point the application will provide the Permit Number and current status in addition to the Customer Code/Name.

The application will file the new permit with the DELDOT Hauling Permit Office. The Permit will be reviewed and either approved, placed on hold or rejected. Permit are reviewed as received and may be routed to different DelDOT Agents depending on the status of the permit. From this screen, you can go to the permit search screen, the new permit screen, perform the duplicate function or view the status of the permit that you just created.

15. Determining the status of your permit. When you log in to the application, you are presented with a function called <u>Permit Search</u>. If you 'click' on the <u>Permit Search</u> function, you will be presented with a screen that allows you to search the application for permits based on your permit number or statuses of your permits. By entering information in any or all data fields a search can be performed. You can search for a specific status or use the default setting "not selected" for all statuses.

The application will display the results of the search, which contains the permit number, status, customer name and effective date of each selected permit.

During each stage of the permit life cycle the status will change depending on the review and approval process. Listed below are the statuses of a permit:

Status	Definition
Pending Route	Permit has been successfully entered into the system database and is waiting a manual or automated review at the Hauling Permit Office.
Pending Bridge	If the Gross Weight of the vehicle and load exceeds 120000 pounds the status will change to Pending Bridge upon approval of Pending Route status. In this status the permit will undergo a manual or automated bridge analysis.
Pending Signal	Permits of 15 feet or greater in height the are routed to the DelDOT Signal Supervisor's work queue for review and approval action for the clearance of DelDOT signal equipment upon approval of Pending Route, Pending Bridge, or Pending After Hours status. In this status the permit will undergo a manual or automated Signal Supervisor review. Permit will remain in this status until the customer has contacted the appropriate county Signal Supervisor and obtained clearance. Customer must contact each appropriate county Signal Supervisor to discuss move. Signal Supervisor/Agent will in turn take appropriate approval action on the permit. If load passes thru New Castle County call 302-323-4489; if load passes thru Kent or Sussex Counties call 302-739-4366.
Pending Hours	If the customer requests movement after hours the status will change to Pending After Hours upon approval of Pending Route or Pending Bridge status. In this status the permit will undergo a manual or automated After Hours review. Communication between the customer and a Traffic Representative may have to take place before permit can receive an Approved status.
Hold	A permit will be put in Hold status when the reviewing Agent (Permit, Bridge, After Hours, Signal) has questions regarding the permit. The Agent will enter comments explaining why the permit was placed on Hold. The customer upon viewing the permit can

'click' the "Off Hold" function button, modify the permit and resubmit.

Approved	When permit has been approved from one or more of above statuses a customer may view and purchase permit or modify and resubmit to system for approval of changed data fields.
Modapproved	A permit will be in this status if the reviewing Agent (Permit, Bridge, After Hours, Signal) has Modified and Approved the permit.
Validated	After purchase by the customer or customer's representative the permit will change to a Validated status and funds will be deducted from the customer's Fund Account.
Amended	If a permit has been modified after purchase (Validated) by a Permit Agent it will be in an amended status until the reviewing Agent Approves it. Customer will not normally view this status
Reapproved	If the reviewing Agent Approves the post Validated permit it will go to a Reapproved status waiting for the customer to review and take additional action.
Rejected	From the view permit screen, you can reject the selected permit by entering appropriate comments and 'clicking' on the "Reject" button. A permit can stay in the reject status for 30 days before it is purged from the system.

16. Viewing your permit. If you 'click' on the "View Permit" button after selecting a permit from the list of search results, you will be presented with a screen that displays all of the information associated with the permit. From this screen, you will verify the dates over which the hauling permit is valid and you will look at the status of the permit. If the status of the permit is approved, you may elect to purchase the permit.

17. Holding your permit. From the view permit screen, you can place the selected permit on hold by entering a brief comment as to why you are putting permit on hold and 'clicking' on the "Hold" button. A permit can stay in the hold status for 30 days before it is removed from the system.

18. Removing your permit from the hold status. From the view permit screen, you can remove your selected permit from hold status by 'clicking' on the "Off Hold" button. The application will automatically place the permit in the previous status.

19. Rejecting your permit. From the view permit screen, you can reject the selected permit by entering a brief comment as to why you are rejecting the permit and 'clicking' on the "Reject" button. A permit can stay in the reject status for 30 days before it is purged from the system.

20. Purchasing your permit. Once you have viewed the permit (this is a requirement), you can 'click' on the "Purchase" button. The application will display a screen that allows you to select the payment type Currently, your only choice is

Payment by Fund. If you select "Payment by Fund", the application will subtract the associated fees of the permit from the fund account. At this point, the status of the permit changes to validated.

21. Printing a copy of your validated permit. Once you have purchased the permit, you will be given the option to print the permit at that time. If you decide to delay the printing of the validated permit, you can print the validated permit at a later time. You would do this by searching for your validated permits, selecting the permit that you wanted to print, select "View", view permit and 'click' on the "Print" button.

22. Duplicating an existing permit. Any permit that is entered into the application is available for duplication. This function allows you to duplicate all of the information associated with an existing permit for the purpose of requesting a new permit with slightly different information. In some cases, this function can save you significant keystrokes and increase your accuracy. To perform this function, you need to invoke the permit search function and request a permit(s). From the permit list screen, you can select a permit to be duplicated. Once you select a permit to be duplicated and 'click' on the "Duplicate" button, the application will automatically take you to the first screen of the new permit function with all of the fields appropriately filled in. At this time, you can modify any of those fields or simply 'click' on the "Submit" button. Upon this action, the application will take you to the second screen of the new permit function with all of the pertinent fields filled in with the information from the *duplicated* permit. When you 'click' the "Submit" button, the application will save the permit into the application and display to you on the following screen, the permit number associated with your new permit.

23. Modifying an existing permit. If you 'click' on the "Modify Permit" button after selecting a permit from the list of search results, you will be presented with a screen that displays all of the information associated with the permit. From this screen, you can change the information in any of the modifiable fields. When you 'click' on the "Submit" button, the application will verify that the business rules have passed and it will save the modified permit. Depending on the fields that were changed, the status of the permit will be changed to "Pending Route", "Pending Bridge", or "Pending After Hours".

24. Amending a validated permit. Only a DelDOT Permit Agent can amend a validated permit. The Customer must telephonically notify the Hauling Permit office on or before the expiration date of the permit to request an amendment of a validated permit. Only the following data fields may be amended:

License Number –

Power Unit License Number (Due to breakdown)

Trailer License Number (Due to breakdown)

Note: Can not amend both Power Unit and Trailer License Number on the same permit unless it is prior to effective date of permit.

Route –

(1). Route may be amended due to limitations of roadways as determined by DelDOT Highway Officials.

(2). Beginning and ending route (other than a beginning or terminal point within Delaware) may be amended if confirmed by bordering state DOT Highway Official.

Extension of Expiration Date

(1). Due to breakdown – The expiration date may be amended to the next business day after date of expiration.

(2). Weather conditions or other natural causes – The expiration date may be amended to the next business day after expiration date that roadways are clear of weather conditions or other natural causes as determined by DelDOT Highway Officials.

25. Reports. You can perform a Transaction Report by 'clinking' on the function and enter a Begin and End Date.

STATE OF DELAWARE
OVERSIZE / OVERWEIGHT PERMIT SYSTEM
FUND ACCOUNT APPLICATION

NAME OF COMPANY
USDOT or FEIN or SSN

MAILING ADDRESS
STREET/PO BOX
CITY　　　　　　　　　　　**STATE**　　　**ZIP**

TELEPHONE NUMBER:
FAX NUMBER:

EMAIL ADDRESS　　(case sensitive ?)

POINT OF CONTACT - _____ (First and Last Name of Customer Administrator) **PIN:** _____ (Select a 4 digit number)

CHECK NUMBER	AMOUNT OF CHECK

**Completed form and check payable to Delaware Department of Transportation should be mailed
to:　　State of Delaware
　　　　Department of Transportation
　　　　Hauling Permits Section
　　　　P. O. Drawer 7065
　　　　Dover, Delaware 19903-7065**

ATTACHMENT 1

STATE OF DELAWARE PERMIT
OVERSIZE/OVERWEIGHT NONDIVISIBLE LOADS

PAGE OF

APPLICANT	REQUESTED START DATE	OVERALL FEET' INCHES" LENGTH	OVERALL FEET' INCHES" HEIGHT

LOAD DESCRIPTION – MAKE, MODEL, SERIAL No. OR BILL OF LADING No.	LOAD CODE	WIDTH	OVERHANG FEET' INCHES" FRONT REAR
	# OF PIECES		

MOTOR CARRIER'S NAME AND ADDRESS

USDOT / FEIN / SS#

	LIC.PLATE # IF NONE: VIN	ST/ JUR	# OF AXLES
VEHICLE			
POWER UNIT			
TRAILER			

AXLE #	STEERING AXLE	2	3	4	5	6	7	GROSS WEIGHT
AXLE WEIGHTS								
AXLE SPACINGS FEET'/INCHES"								

SPECIFIC ADDRESS OF TRIP ORIGIN	SPECIFIC ADDRESS OF TRIP DESTINATION

ROUTING INFORMATION	FEES
	MIN:
	WT:
	TOLLS:
	AMEND:

TOLLS: MD LINE:	BIDDLES:	DOVER:	TOTAL:

I(WE) HAVE READ THIS FORM AND HEREBY CERTIFY: THAT THE ABOVE DATA IS CORRECT TO THE BEST OF MY(OUR) KNOWLEDGE AND BELIEF, THAT THE LOAD IS NONDIVISIBLE, THAT SATISFACTORY ARRANGEMENTS HAVE BEEN MADE WITH THE PROPER AUTHORITIES TO TRAVEL ROADS AND CROSS OVER AND UNDER ALL STRUCTURES OPERATED BY AUTHORITIES NOT PARTY TO THIS PERMIT. APPENDIX B OF THE DELAWARE HAULING PERMIT MANUAL CONTAINS THE COMMON SAFETY STANDARDS THAT APPLY TO THIS MOVE. COPIES ARE AVAILABLE FROM THE PERMIT OFFICE OR THE APPLICANT'S REPRESENTATIVE.

NAME OF APPLICANT'S REPRESENTATIVE	REP'S PHONE NUMBER	
DATE & TIME OF APPLICATION	REP'S FAX NUMBER	DRIVER SIGNATURE
		DRIVER SIGNATURE

EFFECTIVE DATE	ISSUE DATE	
EXPIRATION DATE	ISSUE TIME	PERMIT NUMBER

SPECIAL PROVISIONS:

THE SIGNED PERMIT MUST BE WITH THE VEHICLE DURING THE MOVE. AUTHORIZATION AND PERMISSION IS HEREBY GRANTED TO MOVE THE VEHICLE/LOAD ON THE ROUTING AS DESCRIBED ABOVE. THIS MOVEMENT SHALL ALSO BE MADE IN COMPLIANCE WITH DELAWARE LAW. THIS PERMIT MAY BE CONFISCATED AND/OR INVALIDATED IF ANY LAWS, RULES, REGULATIONS, OR PROVISIONS OF THE STATE OF DELAWARE ARE VIOLATED. ALL POSTED HIGHWAY/BRIDGE LIMITS MUST BE OBSERVED UNLESS SPECIFICALLY EXEMPTED HEREIN. THE ISSUANCE OF THIS PERMIT DOES NOT GUARANTEE THAT ANY HIGHWAY OR STRUCTURE IS CAPABLE OF CARRYING OR PASSING THE VEHICLE OR LOAD DESCRIBED.

ATTACHMENT 2